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STATE COUNCIL OF CIVIL DEFENSE
MAIN CAPITOL BUILDING
HARRISBURG, PENNSYLVANIA

January 5, 1953

INFORMATION CIRCULAR NO. 37

IMMEDIATE RELEASE

FEDERAL MATCHING FUND APPLICATION FORMS

1. All County Civil Defense Directors herewith are being furnished limited supplies of forms for use in requesting federal matching funds (FCDA Form 233).

2. Local Civil Defense Directors and other individuals interested in obtaining application forms should request them from their respective County Directors. The State Council of Civil Defense, in turn, will make every effort promptly to provide County Directors with whatever additional forms they may request. Unfortunately, however, no guarantee of immediate shipment can be made, because the Council still has received only a portion of the forms requested several months ago.

3. Requests for matching funds must be made on official forms provided by the Federal Civil Defense Administration. Each one must be made up of three parts. The first is the project certification to be submitted on FCDA Form 233 - Part I. The second is the project equipment list to be submitted on FCDA Form 233 - Part II. These two forms are common and must be submitted as a part of all requests.

4. The third part of all requests, the project justification, varies with the type of project for which funds are desired. The following are the official forms used in submitting requests:

FCDA Form 233, Part III (CB) - Communications
FCDA Form 233, Part III (B) - Fire Services
FCDA Form 233, Part III (H) - Health and Special Weapons Defense
FCDA Form 233, Part III (P) - Public Civil Defense Education and Information
FCDA Form 233, Part III (R) - Rescue Service
FCDA Form 233, Part III (T) - Training and Education
FCDA Form 233, Part III (W) - Warning Device System

(See "Federal Contributions" - Federal Civil Defense Administration Manual M25-1 for further details.)

5. The application form shipments herewith made to County Directors include all forms except Part III (CB) - Communications, and Part III (H) - Health and Special Weapons Defense.

6. Supplies of Part III (CB) will not be received from the Federal Civil Defense Administration prior to the latter part of January 1953, but will be forwarded to County Directors at the earliest possible date. In the meanwhile, the State Council of Civil Defense has received the following teletypewriter notice from the Administration:

"FRM FCDA W CHES PA 12-22-52

PART THREE COMMUNICATIONS SECTION ONLY OF FORM 233 MAY BE SUBMITTED IN FORM OF NARRATIVE LETTER PENDING PRINTING AND DISTRIBUTION OF THE FORM. LETTER TO BE APPROVABLE MUST CONTAIN THE FOLLOWING -- REGULAR PART III MUST OF COURSE BE SUBMITTED LATER. INFORMATION TO BE INDICATED ON PART 3

IS SUBSTANTIALLY THE SAME AS THAT WHICH WAS REQUESTED ON FORM 176 FOR 1952 MATCHING PROGRAM. PART 3 HOWEVER LISTS THIS INFORMATION IN CHART FORM SIMILAR TO CHART ENTITLED COMMUNICATIONS SYSTEMS AND EQUIPMENT INVENTORY SHOWN IN INTERIM GUIDE FOR CIVIL DEFENSE COMMUNICATIONS IN ADVISORY BULLETIN 38. IN ACCORDANCE WITH FOURTH PARAGRAPH DESCRIPTION OF INTERIM PROPOSED COMMUNICATIONS PLAN, PAGES 9 - 10 OF M25-1, WE ARE RECOMMENDING SPECIFIC FREQUENCIES FOR FOLLOWING SERVICES -- ENGINEERING 145.32, FIRE 145.56, HEALTH & WELFARE 145.44, POLICE 147.12, RESCUE 47.00 MC, TRANSPORTATION 53.53. WE ARE NOT MAKING SPECIFIC RECOMMENDATIONS AT THIS TIME FOR OTHER FREQUENCIES LISTED ON PAGES 9-26 OF M25-1. WEAKNESS IN FORM 176 WE EXPERIENCED 1952 PROGRAM SHOWS THAT EXISTING FACILITIES INFORMATION INADEQUATE. YOU ARE REQUESTED TO LIST QUANTITIES OF EXISTING COMMUNICATION FACILITIES THAT ARE IN NORMAL EVERY-DAY USE WHICH WILL BE INTEGRATED INTO CIVIL DEFENSE, OR WHERE LIAISON IS REQUIRED, FACILITIES SHOULD BE LISTED IN QUANTITIES OF BASE STATION, MOBILE OR PORTABLE EQUIPMENTS.

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7. The State Council of Civil Defense now has on hand a few copies of Part III (H). These will be immediately supplied to County Directors upon receipt of specific requests for them.

8. Requests for matching funds must be prepared in such numbers as to provide: (a) An original plus four copies for the Federal Civil Defense Administration, (b) one copy for the State Council of Civil Defense; and (c) applicant file copies as desired. They must be prepared in strict accordance with instructions set forth in "Federal Contributions" (Federal Civil Defense Administration Manual M25-1, available through County Civil Defense Directors).

9. In preparing matching fund requests, do not overlook the following errors contained on official application forms:

- (a) In Part III (P), under Instruction No. 2, the words "Chapter 7" should read "Chapter 6".
- (b) In Part III (T), under Instruction No. 2, the words "Chapter 8" should read "Chapter 7".

10. The Federal Civil Administration has not yet notified the State Council of Civil Defense what portion of the State's 1953 matching fund allocation may be used for projects of the types listed in Paragraph 4, above (i.e. communications, fire, etc.). For this reason, the Council will pass no requests for matching funds to the Federal Civil Defense Administration prior to February 15, 1953. By that time, it is hoped that the Council will have information which will make it possible to submit requests to Washington.

11. The Federal Civil Defense Administration has not yet set a closing date for requests for portions of the 1953 allocation expiring June 30, 1953. To assure the greatest likelihood of federal approval, the State Council, however, urges all interested parties to submit their requests to the Council not later than February 15, 1953. Where it is impossible to prepare formal application prior to this date, a brief project proposal letter (which must be followed by formal application on official forms) should be forwarded the Council prior to the middle of February.

12. Should assignment of priorities, or reduction in amounts requested, become necessary due to federal regulations, requests submitted to the Council prior to February 15 will, in general, be favored over those received after that date.

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13. Use great care in the preparation of all matching fund requests. Those found to be incomplete or in error will be returned to the applicant for revision.

14. Final acceptance, or rejection, of matching fund requests rests with the Federal Civil Defense Administration. The State Council, however, will make every effort to secure approval of properly prepared requests meeting all federal regulations and requirements.


Richard Gerstell
Director of Civil Defense

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